



WEST HAVEN PLANNING COMMISSION AGENDA

October 22, 2025 6:00 P.M.
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

NOTICE IS HEREBY GIVEN THAT ON **Wednesday, October 22, 2025**, THE PLANNING COMMISSION OF WEST HAVEN CITY WILL HOLD THE FOLLOWING PUBLIC MEETINGS:

***6:00 PM: REGULAR PLANNING COMMISSION MEETING**

JOIN US DIGITALLY FOR THE REGULAR PLANNING MEETING AT:

[HTTPS://US06WEB.ZOOM.US/J/86539464549.](https://us06web.zoom.us/j/86539464549)

WATCH LIVE AT [HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCEEQNQBTFZJWGTGOPHMCNCBA.](https://www.youtube.com/channel/UCEEQNQBTFZJWGTGOPHMCNCBA)

6:00 Regular Planning Commission Meeting

1. **MEETING CALLED TO ORDER:** Chairman Reed
2. **OPENING CEREMONIES**
 - a. **PLEDGE OF ALLEGIANCE** Commission member Stimpson
 - b. **PRAYER/MOMENT OF SILENCE** Commission member Galt
3. **ACTION ON MINUTES** - Approve minutes for the meeting of 10/08/2025.
4. **REPORTS** - Actions taken by City Council on Planning Commission
Recommendations
5. **DISCUSSION AND WORKSHOP (NO ACTION)** - Discussion on Water Use and Preservation Element for
the General Plan
6. **ADJOURNMENT**

Robyn Van Campen

Robyn Van Campen, City Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: robynv@westhavencity.com at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at www.westhavencity.com; emailed to the Standard-Examiner with a request that it be posted in their Wednesday night meeting section; mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney



WEST HAVEN PLANNING COMMISSION MEETING MINUTES

October 8, 2025 6:00 P.M.
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present:	
Jeff Reed Andrew Reyna (arrived at 6:10 pm) Melinda Stimpson (arrived at 6:09 pm) Russell Galt George LaMar Linda Smith Jennifer Streker Damian Rodriguez Amy Hugie (arrived at 6:05 pm) Robyn VanCampen	Chairman Vice-Chairman Commission member Commission member Commission member Commission member Commission member Planner City Attorney Deputy Recorder
Absent/Excused	

6:00 Regular Planning Commission Meeting

1. **MEETING CALLED TO ORDER:** Chairman Reed at 6:02 pm
2. **OPENING CEREMONIES**
 - a. **PLEDGE OF ALLEGIANCE** Commission member Galt
 - b. **PRAYER/MOMENT OF SILENCE** Commission member Stimpson
3. **ACTION ON MINUTES –** Approve minutes for the Meeting of 09/24/2025
No corrections were needed.

Commission member Streker made a motion to approve the minutes from the meeting September 24, 2025. **Vice-Chairman Reyna** seconded the motion.

AYES – Chairman Reed, Vice-Chairman Reyna, Commission member Stimpson, Commission member Galt, Commission member LaMar, Commission member Smith, and Commission member Streker.

NAYS –

ABSENT/EXCUSED –

4. **REPORTS –** Actions taken by City Council on Planning Commission
 - *Stephen advised the commission that no City Council meeting had been held, and the rezone from the last Planning Commission meeting will be on the City Council agenda on October 15th.*
 - *The Conditional Use that was brought before the commission on 08/27/2025 for an indoor sports training business has appealed the commission's denial. The administrative hearing took place at 10 am on October 8, 2025. A decision is expected in the next 48 hours.*

- *Just a heads up that on the October 22nd planning meeting, there will be a workshop prior to the regular meeting. The discussion will be on the Water Element for the General Plan, as per City Code, the Water Element has to be adopted by 12/31/2025.*

5. **DISCUSSION AND ACTION** – To consider a Final Plat for a two-lot Subdivision, Poulson Lot Split, for Redline Properties, LLC at approximately 3156 S 2700 W Parcel #150940093. (Applicant Nathan Poulson)

Damian advised the commission that preliminary approval has been given for this project. All necessary documentation for final approval has been received. All zoning requirements have been met. It has been reviewed and approved by the fire department and the engineering department.

Nathan Poulson/Applicant was present

Commission member Smith made a motion to approve the final subdivision plat for Poulson Lot Split, located at 3156 South 2700 West, finding that the plans provided meet the submittal criteria. Commission member Streker seconded the motion.

AYES – Chairman Reed, Vice-Chairman Reyna, Commission member Stimpson, Commission member Galt, Commission member LaMar, Commission member Smith, and Commission member Streker.

NAYS –

ABSENT/EXCUSED –

6. **DISCUSSION ON WORKSHOP (NO ACTION)** - **Presentation** on workshop on a Conditional Use Application for a Detached Accessory Dwelling Unit that is larger than 1,200 sq. ft. located at 2828 W 1850 S Parcel #1539008.

Stephen presented to the commission what Mr. Williams was proposing, which was a 3500 sq. ft ADU on the back part of his property. The reason for this discussion was to address any questions or concerns the Commission members may have about the possible ADU.

Recommended setbacks: North side of the property 30', East/West 10', with a total width of the two yards not less than 24', rear setback needs to be set outside the canal easement.

It was recommended by Amy Hugie that the commission may not want to allow a basement in this ADU due to the code prohibiting more than three bedrooms. This may allow the homeowner to create more bedrooms.

Commission member Stimpson was not comfortable with the access to the home being off of 1800 S.

Mr. Williams was present and reviewed what he wants to do with the back part of his property. He would like to build an ADU for his children, due to the cost of homes.

Some of the staff's recommended conditions included:

- *The code does not state that the Planning Commission can allow more than three (3) bedrooms through a Conditional Use Permit, but only allows an increase in size. Therefore, the detached ADU would be limited to three (3) bedrooms. Staff also has concerns about the proposed size, as it may lead to additional bedrooms in the future.*
- *The building would need to meet primary building setbacks, treating the space between the detached ADU and 1800 S as the front setback.*

- *The applicant needs to get Will Serve Letters from the culinary and secondary water providers, plus from the sewer district, in addition to providing a utility plan as part of the application.*
- *The Development Review Committee will need to review and approve the access.*
- *The ADU will need to meet all other standards, including parking, façade, etc.*
- *A complete application needs to be submitted before any additional considerations.*

7. **ADJOURNMENT**

Vice-Chairman Reyna made a motion to adjourn at 7:09 pm. Commission member Stimpson seconded the motion.

AYES – Chairman Reed, Vice-Chairman Reyna, Commission member Stimpson, Commission member Galt, Commission member LaMar, Commission member Smith, and Commission member Streker.

NAYS –

ABSENT/EXCUSED –

Robyn Van Campen

Deputy City Recorder

Date Approved:

Planning Commission Staff Review Memo

October 22, 2025

Stephen Nelson, Community Development Director



General Plan Water Use and Preservation Element: Workshop

Request: A workshop on the draft General Plan Water Element

Governing Document(s): [Utah Code 10-9a-403](#)

Decision Type: Legislative

Staff Recommendation: Review and give early feedback on the draft.

I. BACKGROUND

Utah Senate Bill (SB) 110 of 2022, and subsequent legislation SB 76 in 2023, required most cities to integrate a Water Use and Preservation Element (Water Element) into their general plans. The Water Use and Preservation Element plans are required to address the following:

1. The effect of permitted development or development patterns on water demand and water infrastructure.
2. Methods of reducing water demand and per capita water use for existing development.
3. Methods of reducing water demand and per capita water use for future development.
4. Modifications that can be made to a local government's operations to reduce and eliminate wasteful water practices.
5. How the General Plan Water Element will impact the Great Salt Lake.
6. How regional water conservation goals will be achieved through the General Plan Water Element.

The complete requirements can be found in [Utah Code 10-9a-403](#).

The water element is required to be approved by December 31, 2025.

West Haven contracted with Landmark Design, the City's contract planning firm, in May of 2025 to create a water element for the General Plan and then review the City's current landscape requirements. The goal of this workshop is to provide a broad overview of the draft plan and allow the Planning Commission to provide feedback to staff on the element. Because of the tight time frame, staff has planned to schedule a public hearing on November 12, 2025.

As of this report, the element is still being drafted but is planned to be completed before the Oct. 22 meeting. Once the draft is ready, staff will forward the document to the Planning Commission and will provide a printed copy at the meeting.

II. STAFF REVIEW

Since the draft is not yet completed, staff can't provide a detailed overview within this report. However, the report will outline the process of how the plan was developed.

Task 1: Existing Conditions Analysis + Water Provider Outreach

The City, in partnership with Landmark Design, held a kick-off meeting in May 2025. The City and Landmark Design then reached out to and held meetings with each of the culinary water providers within the city's boundaries, including:

- Bona Vista Water Improvement District
- Taylor-West Weber Water Improvement District
- Hooper Water Improvement District
- West Haven Special Service District
- Weber Basin Water Conservancy District

During these meetings, staff ask several questions to understand better each district's operations, water supply, and delivery methods in West Haven, and to coordinate future growth. Staff asked each provider to provide mapping and water use data, if available, for the City. Then Landmark Design reviewed and analyzed this data. Staff have provided a summary of these meetings to the water providers and have included that report in this packet.

During this review process, West Haven City staff had a booth at West Haven Days and conducted a digital survey to gather feedback on water use within the City. This survey found that 76.37% of respondents were either very concerned or somewhat concerned about water use and preservation in West Haven. In addition, 49.09% of respondents do not believe that their community is doing enough to protect its water resources. Staff have included the survey results in this packet.

Task 2: Draft Water Use and Preservation Plan

This is the phase the plan is currently in. Landmark Design is presently drafting the plan, with feedback from West Haven planning staff. This included an outline of the draft, a summary of the districts' roles, and a review of current and future land use within the City.

The draft is scheduled to be completed before the Planning Commission meeting. Once completed, staff will forward the draft to the Commission and print a copy for each member,

which will be delivered at the meeting. Staff will prepare to walk through the main ideas and plans outlined in the document.

Between the October 22 and November 12 meetings, the Development Review Committee will also review the plan and make a recommendation to the Planning Commission, in accordance with its new responsibilities.

Task 3: Final Plan and Presentations

Based on the feedback and direction provided, Landmark Design and city staff will modify and revise the plan for its final format. Landmark Design and West Haven planning staff will present the plan to the Planning Commission, and then to the City Council, after the Planning Commission makes its recommendation.

Task 4: Update Landscape Ordinance (Future)

Based on the recommendations approved in the final Water Element, Landmark Design, and planning staff will edit and propose changes to the City code.

Other Changes (Future)

West Haven City is currently updating the Land Use Element of the General Plan. It may be appropriate to note that, with this update, other changes to the Water Element may be needed in the future.

III. Staff Recommendation

Because of the limited time frame and the reduced number of meetings in November and December, staff wanted to get this in front of the Planning Commission as soon as possible. At this meeting, staff will provide a summary of the plan and receive some early feedback that can be addressed. The goal is to hold a required public hearing during the November 12 Planning Commission meeting so that it can go before the City Council in December.



OUTREACH SUMMARY REPORT

WEST HAVEN
CULINARY WATER PROVIDERS

KEY THEMES, IDEAS, & TAKEAWAYS

WEST HAVEN WATER USE & PRESERVATION ELEMENT
SUMMER 2025



INTRO & BACKGROUND

Water is a renewable, yet finite natural resource. This reality, coupled with years of severe drought, has made the preservation of water resources a priority for Utah's local governments, state leaders, water providers, and the public. Recognizing planning's critical role in water management, the state adopted *S.B. 110: Water as Part of the General Plan* in 2022. This new mandate requires most municipalities and all counties to amend their general plans to address how land use planning impacts water use. As part of the process, **cities are asked to consult with the public water systems serving the municipality with drinking water** regarding how implementation of the land use element and water use and preservation element may affect:

1. **Water supply planning**—includes drinking water sources and storage capacity.
2. **Water distribution planning**—includes master plans, infrastructure management, and impact fee facilities plans.

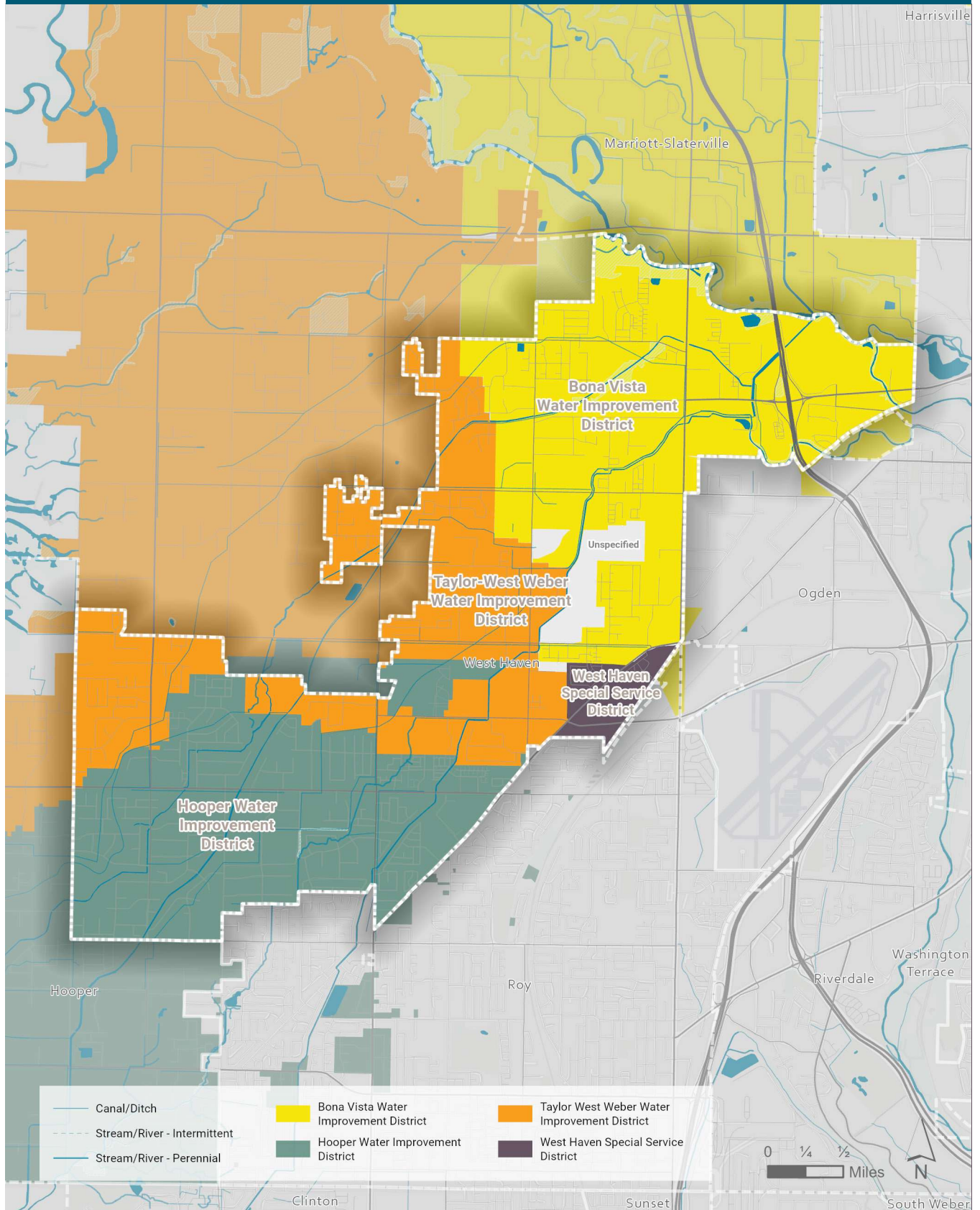
West Haven is not a water provider, meaning the City does not supply culinary (or secondary) water to residents. Depending on where they live in the City, residents receive water from one of four private water retailers: West Haven Special Service District, Taylor West Weber Water Improvement District, Bona Vista Water Improvement District, and Hooper Water Improvement District. These companies obtain some or all of their water from Weber Basin Water Conservancy District, the wholesale water provider for the region. Representatives from the five culinary water providers (retailers and wholesale provider) were contacted and invited to participate in brief interviews.

WEST HAVEN'S CULINARY WATER PROVIDERS (SEE MAP 01):

- West Haven Special Service District
- Taylor West Weber Water Improvement District
- Bona Vista Water Improvement District
- Hooper Water Improvement District
- Weber Basin Water Conservancy District (regional wholesale water provider)

During these interviews, water providers responded to a consistent set of questions aimed at encouraging discussion around key water issues in West Haven, drawing on their unique experiences and perspectives. Topics included water supply planning, system management, water use, administrative processes, and potential policy recommendations. This brief report summarizes insights from five culinary water providers and **does not necessarily represent the views of West Haven City or its residents**. The findings will help inform the development of the *West Haven Water Use & Preservation Element (2025)*.

MAP 01 – CITY OF WEST HAVEN CULINARY WATER PROVIDERS



KEY THEMES, IDEAS, & TAKEAWAYS

Interviews with West Haven's culinary water providers highlight perspectives on challenges and concerns regarding water use, management, and supply. While each water provider operates in a unique context, several common themes emerged. Chief among them include **future water availability, the growing challenge of regional population growth, evolving attitudes toward conservation, and a shared need for enhanced communication and coordination**. The following themes reflect the most frequently discussed challenges and concerns, offering insights that can help guide West Haven's future planning and policy decisions related to water use and preservation.

COMMON THEMES

GROWTH PRESSURE VS. WATER SUPPLY REALITIES

Rapid development is a major driver of water system stress across the region. Although water managers have planned for future needs based on current land use assumptions, growth is, in some areas, outpacing water availability. Long-term sustainability will likely require enhanced conservation efforts, the development of new water sources, or a combination of both.

- **Regional Conservation Goals:** Regional water conservation goals aim to decrease per capita water usage, targeting 200 gallons per capita per day (gpcd) by 2030, 184 gpcd by 2040, and 175 gpcd by 2060 for the Weber Basin. These goals place a heightened emphasis on securing water for the Great Salt Lake. Achieving a balance between growth and reduced water consumption poses a considerable challenge across the state, underscoring the need for ongoing and increased water stewardship initiatives.
- **Local Growth Pressures:** West Haven has been one of the fastest growing areas within the Weber Basin, with projections indicating a near-doubling of its population in 40 years, largely driven by single-family residential development.
- **Limited Remaining Capacity:** Some water providers report limited remaining capacity which, combined with water supply realities, makes the accommodation of sustainable growth very challenging.
- **Planning Scenario Limitations:** Current regional water planning projections do not fully account for potential annexations, shifts to more water-intensive land uses such as industrial development, or faster-than-anticipated growth. Existing infrastructure and water rights may be insufficient to support development beyond these baseline assumptions.

WATER PLANNING & THE ADMINISTRATIVE PROCESS

Water providers have expressed a strong interest in enhancing coordination and communication with the City. As the land use authority, West Haven oversees land use decisions, while water providers manage infrastructure and supply. This division can create disconnects that impact water-smart planning and development.

- **Disconnect Between Land Use Authority and Water Capacity:** As the land use authority, cities approve development projects but may not have comprehensive information regarding current water supply capacity or infrastructure constraints. By improving communication and coordination, West Haven can make more informed development decisions, ultimately enhancing water-smart planning and development.
- **Desire for Earlier Provider Involvement:** Water providers expressed interest in being engaged earlier in the development review process. While they do not need to be involved in every project detail, many emphasized the value of collaborating on major land use changes and receiving regular updates on decisions that affect water demand.
- **Limitations of “Will-Serve” Letters:** It is helpful to recognize the limitations of “will-serve” letters, which are the standard form of documentation for water service. These letters often do not adequately capture long-term water sufficiency, particularly in the context of evolving growth patterns and shifting conservation expectations.
- **Opportunities for Regional Collaboration:** Opportunities to improve coordination among smaller water systems were discussed, with some noting that increased collaboration could lead to more consistent service and improved efficiency. However, there was general agreement that a fully regionalized system is neither necessary nor desired.

WATER RIGHTS, CONSTRAINTS, & SOURCES

Access to new water rights remains a significant constraint, particularly as existing rights are nearly fully allocated.

- **Reliance on Existing Rights:** Water providers rely on existing water rights, with no new claims permitted by the state. Transferring surface water shares is often difficult due to certain restrictions.
- **Groundwater Dominance:** Groundwater rights are typically the most utilized and frequently transferred.
- **Policy Limitations and Uncertainty:** State-level water policies aimed at protecting aquifers and the Great Salt Lake introduce both limitations and uncertainty, especially regarding future source development and the long-term viability of major projects like the Bear River Development.

OPPORTUNITIES FOR STRENGTHENING LOCAL CONSERVATION

Water providers see strong potential for West Haven to advance its water conservation goals through thoughtful application of local planning and regulatory tools. Zoning, landscape ordinances, building codes, and enforcement mechanisms offer cities influence over water use patterns. There is also growing momentum around tiered pricing, smart infrastructure, and incentive programs that empower residents to conserve. While variation in access to secondary water presents some challenges, it also presents opportunities to tailor policies to be more context-sensitive.

- **Use of City-Level Tools:** Providers encourage cities to apply zoning, landscape ordinances, water-efficient building codes, and enforceable regulations to manage water demand, while acknowledging political and administrative constraints.
- **Ordinance Evaluation and Enforcement:** West Haven's existing water-efficient landscaping ordinance is a valuable tool, but there may be opportunities to strengthen and more consistently enforce it.
- **Water-Wise Standards in Secondary Water Gaps:** Providers advocate for a context-sensitive approach to water-wise landscape standards (such as requirements tailored to properties that lack access to secondary water).
- **Tiered Pricing for Conservation:** Weber Basin is expanding tiered rate structures to secondary water systems, creating stronger financial incentives to reduce outdoor consumption.
- **Water-smart Technology:** Tools such as AMI meters, real-time usage apps, and smart irrigation systems are seen as highly effective for encouraging conservation. For example, Taylor West Weber uses AMI and mobile tools to help residents monitor daily water use.

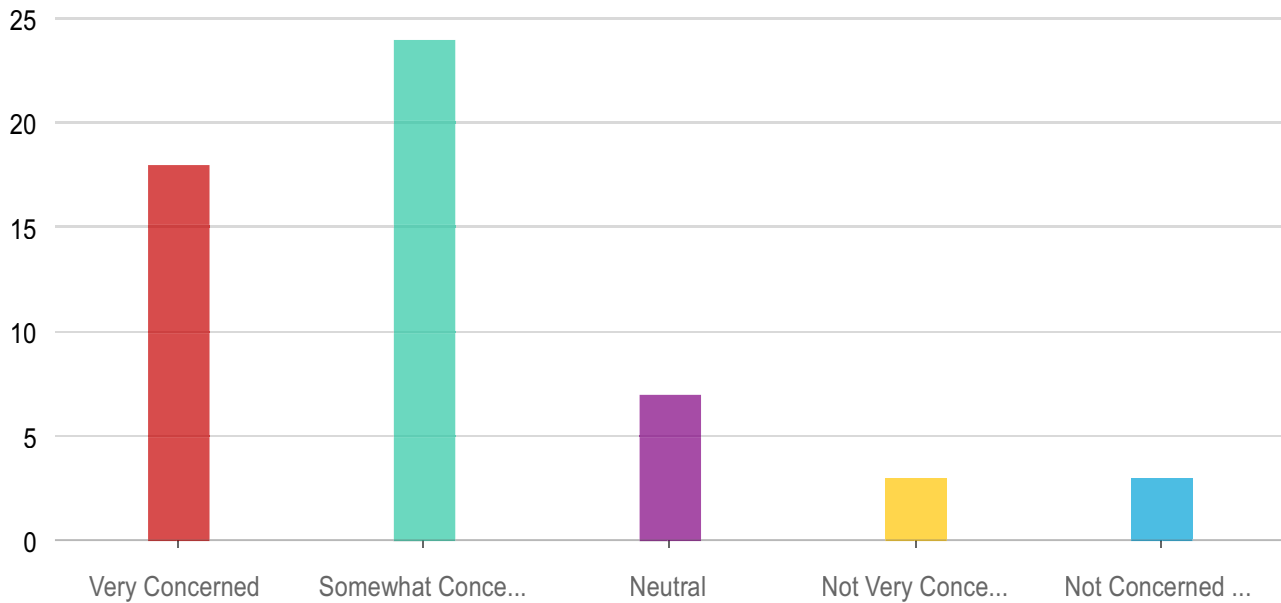
EDUCATION & AWARENESS

Most providers agree that long-term conservation success relies on sustained public education, increased awareness, and cultural shifts in water use. Cities and water providers have an opportunity to work together to explore more effective ways to engage residents.

- **Education's Role in Behavior Change:** Providers highlight the critical role of education in transforming conservation norms, especially when coupled with tools like AMI systems that provide real-time water use data.
- **Public Understanding Gaps:** A key challenge noted by both providers and West Haven is that many residents lack a clear understanding of where their water originates and how the local water systems operate.
- **City Leading by Example:** West Haven can lead by example and improve consistency between City practices and its public conservation messaging.

West Haven Water

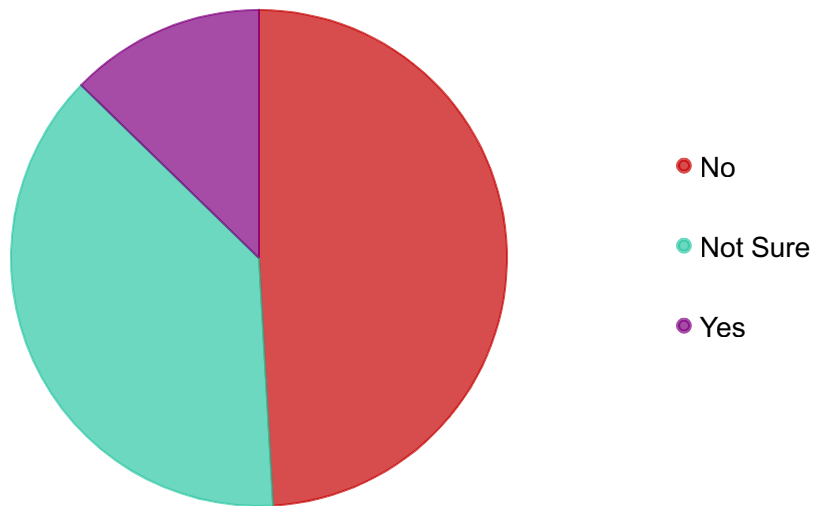
How concerned are you about water use and preservation in West Haven?



Answers	Count	Percentage
Very Concerned	18	32.73%
Somewhat Concerned	24	43.64%
Neutral	7	12.73%
Not Very Concerned	3	5.45%
Not Concerned at All	3	5.45%

Answered: 55 Skipped: 0

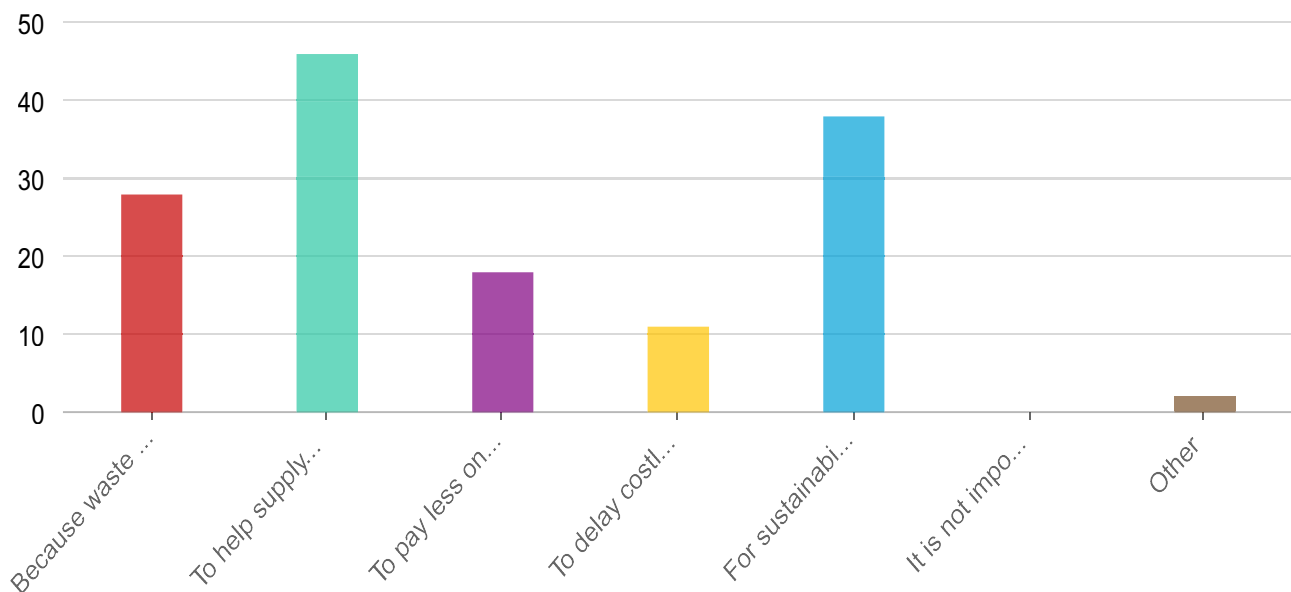
Do you believe your community is doing enough to protect its water resourc...



Answers	Count	Percentage
No	27	49.09%
Not Sure	21	38.18%
Yes	7	12.73%

Answered: 55 Skipped: 0

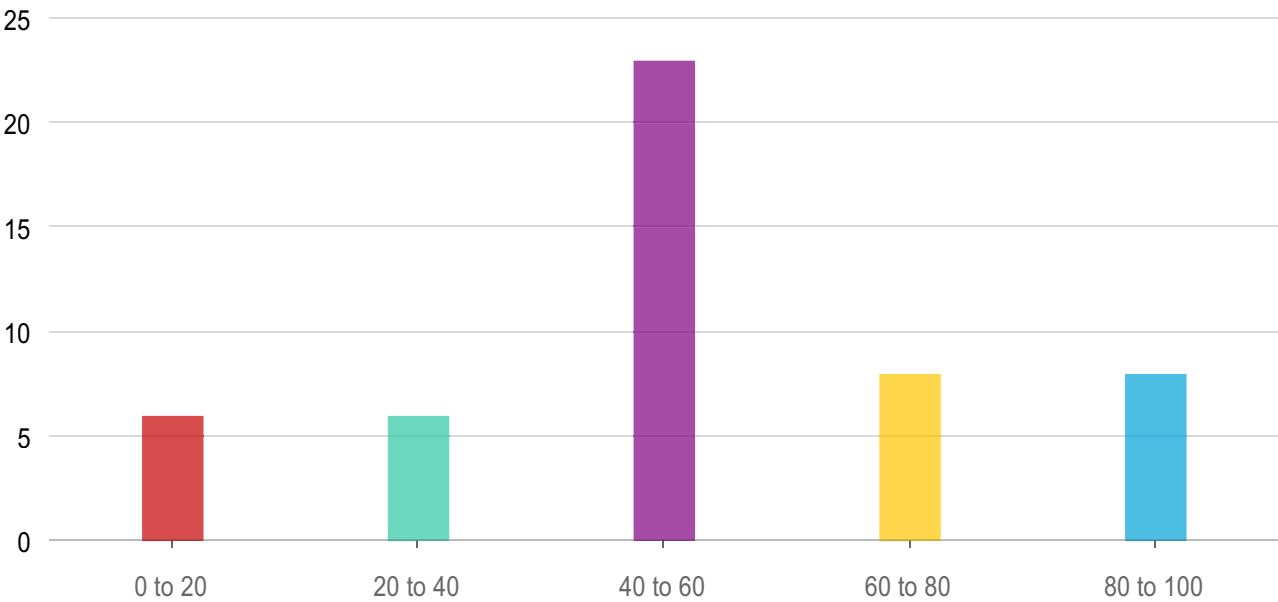
Why is it important to use water efficiently?



Answers	Count	Percentage
Because waste is not okay	28	50.91%
To help supply water for future generations	46	83.64%
To pay less on my water bill	18	32.73%
To delay costly development projects	11	20%
For sustainability and balance within the ecosystem	38	69.09%
It is not important	0	0%
Other	2	3.64%

Answered: 55 Skipped: 0

How much of your landscape are you willing to transition to waterwise...

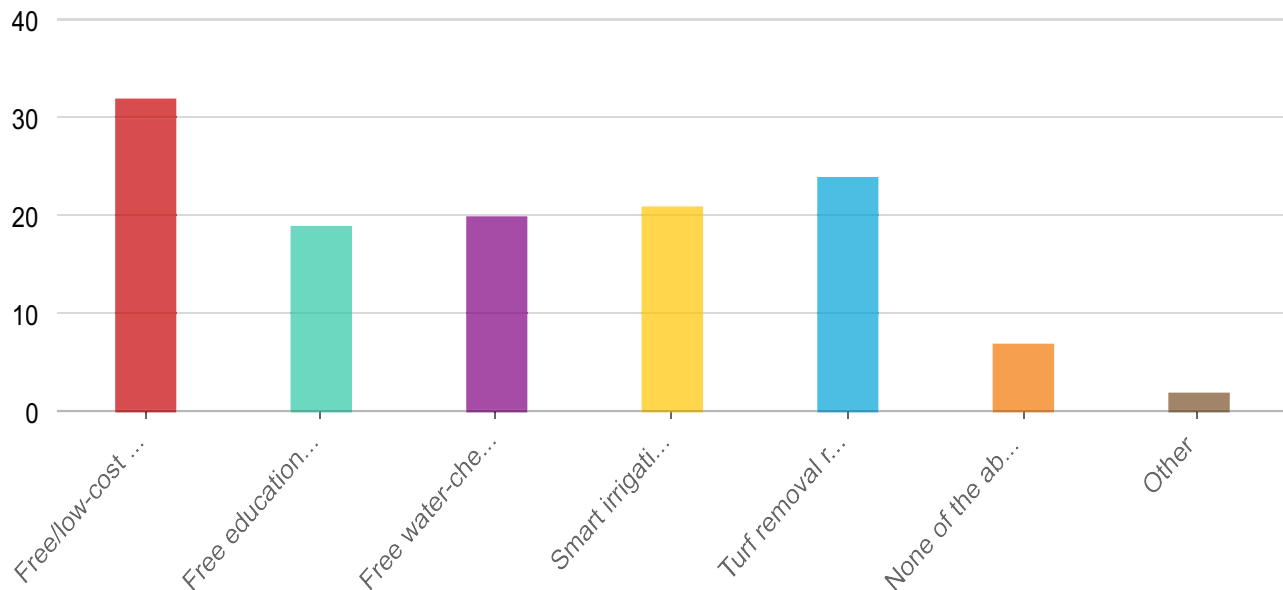


Stats	Value
Min.	0
Max.	100
Avg.	49.01960784313726

Sum.

2,500

Answered: 51 Skipped: 4

Would you be interested in any of the following programs if they were available?

Answers	Count	Percentage
Free/low-cost Landscape Design Consultations	32	58.18%
Free education programs on landscape design and water-conserving practices	19	34.55%
Free water-check by a trained evaluator who assess your landscape to provide you with a customized irrigation schedule	20	36.36%
Smart irrigation controller rebate to purchase an irrigation controller that automatically adjusts watering schedules based on local weather conditions	21	38.18%
Turf removal rebate to replace lawn with drought-resistant landscaping	24	43.64%
None of the above	7	12.73%
Other	2	3.64%

